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OS REGISTRY

18 MAY 1988

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Information Security Oversight Office (ISOO) Inspection

FROM:

DDA
7D24 Hqs.

EXTENSION

NO.

OIT-0398-88

DATE

DDA/REG
LOGGED

TO: (Officer designation, room number, and building)

EXO 18 MAY 1988

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1

D/Security

5/23/88

5/25/88

B

FYI

2.

C/PPS

7 Jun 88

R

3.

C/Policy m

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18 MAY 1988

OIT-0398-88

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Science and Technology
Executive Secretary
Director of Personnel
Director of Security

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Information Security Oversight Office Inspections

1. The Information Security Oversight Office (ISOO) will be conducting a series of inspections during FY 1988. The classified product of the Agency is part of the inspection as well as abbreviated inspections emphasizing security education and training and safeguarding practices. The inspections will focus on Agency adherence to the classification procedures and criteria prescribed in Executive Order 12356. The purpose of the inspections will be to evaluate the Agency's information security program and provide valuable cumulative data, useful in the analysis of government classification practices.

2. In FY 1986 ISOO began reviews of the classified product of 12 executive branch agencies. In FY 1986 the Agency was included as part of that review, but not FY 1987. ISOO Program Analysts hope to review approximately 500 documents within the Agency. The review will be confined to documents within your component mutually agreed upon to determine adherence to proper classification and markings. A final report will be provided to you upon completion of the evaluation.

3. As with previous ISOO inspections, the review will be conducted in accordance with the "Procedures for Access to CIA Information by ISOO Personnel" (Attachment A). The ISOO document review team, Laura Kimberly and Emily Hickey, are fully cleared and aware of the procedures allowing them access to Agency classified information. They will be accompanied by the Agency Security Classification Officer (ASCO). A list of their clearances is attached (Attachment B).

4. Document reviews are planned during a two-day period in June and will include the following components:

DCI	Office of General Counsel
DDI	Office of Current Production and Analytic Support

SUBJECT: Information Security Oversight Office Inspections

DDS&T National Photographic Interpretation Center
DDA Office of Personnel

5. Please provide the name of the individual who will be responsible for arranging the review to [redacted] ASCO, by 18 May 1988. [redacted] may be contacted on extension [redacted]

R. M. Huffstutler

Attachment:
As Stated

cc: General Counsel w/atts.
D/CPAS w/atts.
D/NPIC w/atts.

Attachment A

PROCEDURES FOR ACCESS
TO CENTRAL INTELLIGENCE AGENCY INFORMATION
BY INFORMATION SECURITY OVERSIGHT OFFICE PERSONNEL

1. These procedures, developed through discussion between members of the Information Security Oversight Office (ISOO), General Services Administration; and the Office of Information Technology (OIT), Directorate of Administration, Central Intelligence Agency (CIA), are established in recognition of the responsibilities of the Director, ISOO to monitor Agency implementation of Executive Order 12356 and the Director of Central Intelligence (DCI) to protect intelligence sources and methods. Access by ISOO personnel to information under CIA's jurisdiction will be governed by these procedures.

2. The primary method by which the responsibilities of the DCI and the Director, ISOO will be balanced in order to provide ISOO personnel with appropriate access to CIA information is prescreening. Prescreening means review of CIA information by CIA personnel knowledgeable in its subject matter, prior to granting access to ISOO personnel. During this review, information that reveals intelligence sources or methods may be deleted from any document shown to ISOO personnel. If the information that would remain after deletion is not meaningful or is misleading, the entire document may be withheld.

3. ISOO personnel will be granted access to CIA classified information to verify that the information has been properly classified and marked in accordance with the provisions of Executive Order 12356 and implementing directives. Such information will be reviewed on a sampling basis. ISOO personnel may make unclassified notes sufficient to identify documents on which discrepancies are observed, but they will not include substantive information. Prior to removal from CIA premises, any notes will be reviewed by CIA personnel to ensure that they are unclassified and do not reveal intelligence sources or methods. Classified information or copies of classified documents will not be removed from CIA premises.

4. If a question should arise concerning withholding or removal of information, the information will continue to be withheld and to remain on CIA premises, and the question will be resolved between the Director, ISOO and the Director of Information Technology (D/OIT). Any formal appeals will be in accordance with the provisions of Executive Order 12356.

5. Any CIA information in the possession, custody, or control of another agency is subject to the "third agency rule." This means that the other agency is not authorized to provide ISOO access to the information without prior CIA approval. Requests for approval must be directed to D/OIT, and any access to such information normally will be limited to copies held on CIA premises. The same rule applies to any information of another agency in the possession, custody, or control of CIA.

6. In addition to the above provisions, access to CIA information by ISOO personnel will be granted only upon CIA verification that their security clearances, SCI clearances, and CIA liaison clearances are appropriate in each case to the information subject to review.

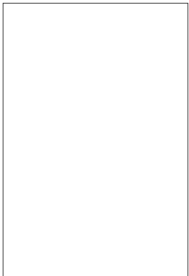
7. The arrangements for visits to CIA by ISOO personnel will be made in the following manner: ISOO will provide OIT, in advance of any visit, an outline of specific interests and the amount of time to be spent on each. D/OIT will respond with a proposed agenda, coordinated within CIA, specifying times and places for access, and any anticipated problems. Agreement on the details of the visit will be reached between ISOO and OIT, and an OIT representative will accompany the ISOO personnel during their visit.

8. Prior to publication, any ISOO inspection report that includes CIA information and is to be made public will be reviewed by CIA personnel. This review will be for security purposes only to ensure that the report is unclassified and does not reveal intelligence sources or methods.

Attachment B

Clearances of ISOO Analysts

The following Information Security Oversight Office Program Analysts will be conducting Document Reviews. Their clearances are as follows:

<u>Name</u>	<u>Clearance</u>	<u>Date</u>
Laura L. Kimberly		8 Jan 80
		16 Sep 87
Emily R. Hickey		23 May 83

These clearances have been verified by the Office of Security.